

DAMPS-A Input Process: Soldiers utilize DAMPS-A to initiate application packet for WTU/CBWTU cadre positions

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Access DAMPS-A and login with AKO username and password or Common Access Card (CAC)	Soldier opens a new webpage, enters DAMPS-A website and logs in with AKO username and password or Common Access Card (CAC).			DAMPS-A	Soldier can access DAMPS-A from any computer with internet connectivity.
2	Click on 'Request Active Duty' (DAMPS-A)	Soldier initiates request for cadre position by holding mouse over 'Request Active Duty' icon and clicking 'Create New Request' from drop-down menu.			DAMPS-A	
3	Input required 'Contact Information' (DAMPS-A)	Soldier verifies pre-populated contact information and updates if necessary, specifically ensuring that Home of Record address is current. Soldier selects 'Request Type' to be Contingency Operation for Active Duty Operational Support (CO-ADOS).			DAMPS-A	Home of Record address is what Basic Allowance for Housing (BAH) pay is based on. Home of Record address cannot be changed after application is submitted.
4	Click on 'Personnel Info' tab (DAMPS-A)	Soldier clicks on 'Personnel Info' tab.			DAMPS-A	
5	Input required 'Personnel Info' (DAMPS-A)	Soldier verifies pre-populated personnel information and updates if necessary. Soldier must verify 'UIC of Assignment,' 'Unit Name,' 'Paragraph,' and 'Line Number' to match current unit of assignment. Soldier should contact parent unit for further guidance.			DAMPS-A	This information will be used for automated orders processing.
6	Click on 'Requested Mission' tab (DAMPS-A)	Soldier clicks on 'Requested Mission' tab.			DAMPS-A	
7	Input required 'Requested Mission' (DAMPS-A)	Soldier references Initial WTU/CBWTU Cadre Position Description document to populate data. Soldier will receive document via email from WTU Senior Human Resource NCO.		Initial WTU/CBWTU Cadre Position Description	DAMPS-A	This information will be used for automated orders processing.

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8	Click on 'Sign and Submit' tab (DAMPS-A)	Soldier clicks on 'Sign and Submit' tab to reviews DAMPS-A packet.			DAMPS-A	
9	Action Required?	<p>Soldier monitors and tracks all alerts to ensure no further action necessary prior to 'Sign and Submit'.</p> <p>Any category NOT in GREEN status must be explained in comment block.</p> <p>If ETS/MRD status is blank or out of date, Soldier should click 'Help and Support' button on bottom right of screen and send his/her SSN (if blank) or enlistment contract (if out of date) to enlistment contractor via email box that pops up. If Soldier has reenlisted within the previous 90 days, Soldier must send a copy of his/her DA Form 4836 (Oath of Extension of Enlistment or Reenlistment).</p>		DA Form 4836		<p>A GREEN bullet indicates that the identified information is complete. An AMBER bullet indicates that corrective action may be pending. A GRAY bullet indicates that certain data is not available. A RED bullet indicates that corrective action needs to be taken.</p> <p>APFT and Height/Weight fields cannot be flagged and must be resolved with parent unit prior to clicking 'Sign and Submit'.</p>
10	Work with State Chain of Command to resolve	If applicable, Soldier resolves all issues with State Chain of Command.				

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11	Select tour under type	<p>Soldier selects tour length. In most cases, if Duty Location is within 50 miles of Soldier's current location, Soldier selects 'Home of Record (HOR)'.</p> <p>If duty location is more than 50 miles from Soldier's current location, Soldier selects either PCS or TCS.</p> <p>If Soldier is planning on moving his/her Family and goods to the new location, Soldier selects 'Permanent Change of Station (PCS)'.</p> <p>If Soldier is planning a temporary move and is moving solo, he/she selects 'Temporary Change in Station (TCS-55%)'.</p>				<p>OCO and ST-TCS should not be selected.</p> <p>If a Soldier selects PCS, the military will pay for relocation. BAH pay will be based on duty location, not home of record; Soldier will not receive 55% per diem or Family separation allowance.</p> <p>If Soldier selects TCS, he/she will receive 55% per diem, Family separation allowance and billeting for a single Soldier.</p> <p>Tour Requests are final, and may not be changed once the DAMPS-A packet has been submitted. Soldier must contact WTU Senior Human Resource NCO if questions remain.</p>
12	Select 'Sign and Submit Request' (DAMPS-A)	Soldier selects 'Sign and Submit Request,' to send the packet to State Chain of Command. WTU Senior Human Resource NCO/Soldier can track packet from this point on.			DAMPS-A	